

**Request for Resume (RFR)  
CATS II Master Contract**

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	F50B0400052		
<b>Functional Area (Enter One Only)</b>	Functional Area 17 - Documentation/Technical Writing		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Technical Writers (4)			
<b>Anticipated start date</b>	January 4, 2011		
<b>Duration of assignment</b>	Six months from start date of resource		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	12/20/2010	<b>Due Date:</b> mm/dd/yyyy	12/27/2010
		<b>Time (EST):</b> 00:00 am/pm	2:00PM
<b>Place of Performance:</b>	Central Collection Unit 300 West Preston Street Room 500 Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Susceptible candidates must be available for a telephone interview on Tuesday, 12/28/10. Follow-up face-to-face interviews will be conducted at the discretion of the State. Master contractors should pre-screen candidates. The State reserves the right to award up to four (4) Master Contractors. Master Contractors may submit up to two (2) resumes.		
<b>Security Requirements (if applicable):</b>	The individual will have to sign a non-disclosure agreement and will need to undergo a background check (by DGS) to attain a State of Maryland badge for entry into the facility.		
<b>Invoicing Instructions:</b>	Invoices will be submitted at the end of each month for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		

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<b>Section 2 – Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>	Department of Budget and Management, Central Collection Unit		
<b>Agency POC Name:</b>	Michael Eismeier	<b>Agency POC Phone Number:</b>	(410) 260-6347
<b>Agency POC Email Address:</b>	Michael.Eismeier@doit.state.md.us	<b>Agency POC Fax:</b>	(410) 974-5615
<b>Agency POC Mailing Address:</b>	45 Calvert Street Annapolis, MD		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
Reporting to the project manager, the technical writer is responsible for writing and editing technical software engineering documentation for the project. The selected candidate must have excellent research skills, strong organizational skills, and be proficient in the clarification of technical Information Technology (IT) writing into writing that can be comprehended by individuals familiar with the collections and accounting industries.			
<b>Job Description/s</b>			
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>		
1. Technical Writers (4)	<ol style="list-style-type: none"> <li>1. The TO Contractor Technical Writer's working hours shall be consistent with those of the DBM staff that they support. Regular DBM business hours are Monday through Friday, 8 AM to 5 PM, Eastern Standard Time. It is expected that when needed, the Technical Writer will work evenings, nights, weekends, holidays, and other non-standard work hours to complete the tasks outlined in this RFR. Services requiring non-standard work hours may include but are not limited to: issue resolution and research, work required to meet established deliverable due dates, and other activities that must occur outside regular DBM business hours to meet the needs of this RFR.</li> <li>2. Turn drafts into smooth, tight writing that eliminates verbosity and results in easier reading and better understanding.</li> <li>3. Edit written material for clarity, flow, proper English and unobtrusive grammar.</li> <li>4. Update swim lane and workflow diagrams in MS</li> </ol>		

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	<p>Visio, and embed them into Microsoft Word documents.</p> <p>5. Scan documents, add meta tags, and store in the Microsoft SharePoint project repository.</p> <p>6. Interview team members, research topics and incorporate findings into documents.</p> <p>7. Other duties as assigned by the project manager.</p>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
<p>1. Technical Writers</p>	<p>For minimum qualifications, see CATS II Labor Category for <b>Technical Writer / Editor</b>, and qualified candidates <u>must</u> meet the following minimum criteria:</p> <ol style="list-style-type: none"> <li>1. Bachelors degree in English, technical writing, Computer Science <u>or equivalent experience</u> in an Information Technology (IT) field.</li> <li>2. At least ten (10) years of Information Technology (IT) experience</li> <li>3. At least five (5) years technical writing experience in Information Technology (IT) environments, developing technical Information Technology (IT) documentation such as requirements specification, design documents, and production support documents.</li> </ol> <p>Preferred candidates will also meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Working knowledge of the State of Maryland debt collection laws, regulations, and practices.</li> <li>2. Experience reviewing and closing requirements related action items with very little guidance or day to day oversight.</li> <li>3. Graphical design experience.</li> <li>4. Familiarity with Strunk and White.</li> </ol>

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<b>Section 4 - Required Submissions</b>
<p><b>NOTE:</b></p> <ul style="list-style-type: none"><li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site.</li><li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:<ul style="list-style-type: none"><li>o Resume for each position / service type described in the RFR (Attachment 1)</li><li>o Price Proposal (Attachment 2 <u>or</u> 2A)</li><li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li><li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li><li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li><li>o <b>Documents listed below as required by the hiring agency</b></li></ul></li></ul>
<p>1. For Technical Writers – Two writing samples demonstrating the candidate's writing skills. Each sample should be no longer than five (5) double-spaced pages in length along with a reference for the samples. Please do not provide user manuals or training documentation as writing samples.</p>
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
<p>1. Specific work experience and relevant Information Technology (IT) expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).</p>
<p>2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing sample.</p>
<p>3. Exemplary grammar and proofreading skills.</p>
<p>4. Excellent verbal and written communication skills.</p>
<p>5. Extensive experience using advanced features of Microsoft Word (for example, specifying different formatting options by section within in a document; imbedding diagrams; and merging multiple documents into one consolidated document), Microsoft Excel, and Microsoft SharePoint.</p>
<p>3. Required submission (<b>see Section 4</b>).</p>
<p>4. Price.</p>
<b>Basis for Award Recommendation</b>
<p>RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. <b>Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.</b></p>

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**ATTACHMENT 1 – RFR RESUME FORM**

**RFR # F50B0400052**

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR): Technical Writer / Editor
Master Contractor:	

**A. Education / Training**

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

**B. Relevant Work Experience**

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

**C. Employment History**

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

**D. References**

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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**ATTACHMENT 2 - RFR PRICE PROPOSAL**

RFR # F50B0400052

(This form is to be filled out by Master Contractors)

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
<b>1. Technical Writer</b>	\$	<b>1000 *</b>	\$
<b>2.</b>	\$		\$
<b>3.</b>	\$		\$
<b>4.</b>	\$		\$
<b>5.</b>	\$		\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

**\*for evaluation purpose only**

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.